

# JOB DESCRIPTION

## MAINTENANCE TECHNICIAN

FLSA: Non-Exempt  
Shifts: First, Second or Third  
Products: Plastic containers  
Location: Lenexa, Kansas  
Prepared By: Heather Brannan

Salary Level or Category:  
Division: Churchill Container  
Department: Maintenance  
Supervisor Assigned: Maintenance Manager  
Approved By: Operations Manager

### SUMMARY

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The position encompasses the dismantling, repair and preventive maintenance of injection molding machines, offset printing presses, miscellaneous equipment and overall facility upkeep. Equipment maintenance, troubleshooting and mechanical skills are highly utilized in the position. The employee will work under the close supervision of the Maintenance Manager. In the case of absence, the Operations Manager, Maintenance Manager or other Maintenance Technicians will assume duties. The employee will also follow all SQF (Safe Quality Food) rules and procedures pertaining to this job as outlined in the training program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING; (Additional duties may also be included as directed by your manager).

- Report any repairs needed to the Maintenance Manager.
- Perform preventative maintenance on all necessary machinery and facility areas as directed by the in house CMMS (Asset Essentials).
- Clean and maintain the Maintenance Shop tools and equipment as needed.
- Will work closely with the Maintenance Manager and co-workers continuously to maintain efficient operations.
- Waste or damage of materials and assemblies must be minimized.
- Assist in providing on-the-job training for employees.
- Before running out of a material used during your daily functions, you must notify your Tooling Manager in advance of running out shutting down and causing delays.
- Maintaining your work area in a clean, safe and organized fashion at all times.
- Report any inefficient or unsafe conditions to management upon discovery of the conditions.
- Complete all paperwork accurately as instructed by your Maintenance Manager.
- Perform all work using safety equipment as instructed while obeying all safety-rules and procedures.
- Must be able to work overtime as scheduled by management.
- Occasionally assist other classifications in the plant and warehouse as needed.
- Fill out and turn in to supervisor all appropriate paperwork pertaining to appropriate SQF modules.

### SUPERVISORY RESPONSIBILITIES

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None

### QUALIFICATIONS REQUIREMENTS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or experience**

- 2-years of on the job training in the Maintenance field, or equivalent combination of education and experience.

## **Language skills**

- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Must pass Key Train module “Reading for Info” at level 5 or higher.

## **Mathematical skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Must pass Key Train module “Applied Mathematics” at level 5 or higher.

## **Reasoning ability**

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must pass Key Train module “Locating Info” at level 5 or higher.

## **Certificates, licenses, registrations**

- Fork Lift Certification. Technicians must be able to pass operating and written test. (Training will be provided by the company.)

## **Other skills and abilities**

Employee will use common hand-tools, Metal Lathes, Mills, Grinders, Drill Presses, Cutting Torches, Welding units, and other motorized equipment. Must have strong mechanical aptitude in conjunction with the understanding of basic physics theories regarding the properties of various tooling metals, heat, time, pressure, hydraulics, vacuum, and molten plastic flow properties. The understanding of electronic control devices, relating to injection molds are encompassed. The proficient use of calipers, micrometers, and dial indicators is a requirement.

## **Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, set, climb or balance, stoop, kneel, crouch, and use hands to finger, handle or free objects. The use of common hand tools and occasionally sharp tools are involved. The employee frequently is required to talk, hear, and communicate with other employees.
- The employee must frequently move and/or lift objects up to 25 pounds and occasionally 50-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Note: (The utilization of personnel burn protection apparel will be mandatory during procedures involving burn hazards. All employees must wear company approved safety-glasses while in the plant and warehouse areas).

## **Work environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to work near hot, moving mechanical parts and equipment. The employee is exposed to fumes, airborne particles, toxic or caustic chemicals and will be in wet and humid conditions occasionally.
- Vibration and the risk of electrical shock are present. The noise level in the work environment is usually loud.

I hereby acknowledge the fact that I have fully read and understand this Job Description. I also acknowledge that I received a copy of this job description, and satisfactory explanations to my questions concerning the duties, responsibilities and working conditions of this position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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